

GEARY COUNTY SCHOOLS USD 475 SCHOOL CHECKLIST FOR MILITARY DEPLOYMENT

If you are the parent of children attending local schools, you will need to make sure information on file in the school your student attends is updated. Geary County Schools wish to provide military families assurance of appropriate care and support for students and their families during periods of deployment. You help us do that by making sure the necessary arrangements are in place prior to your departure.

Please contact the appropriate school(s) immediately and, as applicable, address the following items:

- ✓ Update the school's information regarding emergency contact and work phone numbers. Even if there is no change due to deployment, it is important to be sure the information on file currently is accurate.
- ✓ If you have made arrangements for others to assume parental responsibility in your absence, notify the school(s) of the name, address and phone number of the individual(s) who are assuming parental responsibility.
- ✓ If necessary, provide the school a copy of power-of-attorney arrangements for child care.
- ✓ Be sure you are familiar with attendance procedures at the school, especially if the family has travel plans. Extended student absences of more than ten (10) days should be cleared in advance with the school office. Failure to obtain prior clearance may result in the student being dropped from school.
- ✓ If family members are moving from Fort Riley, notify the school of the date the student should be dropped from the attendance roles, and if possible, make arrangements for student records to be sent to the new school. *Note: When parents withdraw their students from school prior to the end of the term (between May 1 and May 16), an "Early Out Letter" is issued rather than a completed report card.*
- ✓ Enrollment for 2003-04 will be held on August 6-7. The first day of school is Monday, August 18, 2003.